



XEROX®

640 Memorywriter™
Forms Handbook

(Xerox 640 Memorywriter Forms Handbook Inside Front Cover)

XEROX[®]

640 Memorywriter[™]
Forms Handbook

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INTRODUCTION

The 640 Forms feature is designed to help you automate the job of typing forms. The 640 allows you to set-up and save the settings on all the forms you use in your work. When needed, you can then recall the individual set-up and type it by automatically moving to each fill-in location.

The Forms feature can be used on many types of forms. The examples below show some of the types of pre-printed forms that can be filled in using the Forms feature.

VOID IF NOT CASHED WITHIN 90 DAYS	ABC Company Consumer Money Order Division P.O. Box 123 Anytown, USA	88-1112 1119
PAY TO THE ORDER OF *	AMOUNT \$ _____	
* *	CLAIM ACCOUNT	
*		

PROJECT name, address	ARCHITECT'S PROJECT NO.									
DATE										
TO:	If enclosures are not as noted, please inform us immediately. If checked below, please <input type="checkbox"/> Acknowledge receipt of enclosures. <input type="checkbox"/> Return enclosures to us.									
ATTN:										
WE TRANSMIT <input type="checkbox"/> herewith <input type="checkbox"/> under separate cover via _____ <input type="checkbox"/> in accordance with your request _____										
FOR YOUR: <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"><input type="checkbox"/> approval</td> <td style="width: 33%;"><input type="checkbox"/> distribution to parties</td> <td style="width: 33%;"><input type="checkbox"/> information</td> </tr> <tr> <td><input type="checkbox"/> review & comment</td> <td><input type="checkbox"/> record</td> <td></td> </tr> <tr> <td><input type="checkbox"/> use</td> <td></td> <td></td> </tr> </table>		<input type="checkbox"/> approval	<input type="checkbox"/> distribution to parties	<input type="checkbox"/> information	<input type="checkbox"/> review & comment	<input type="checkbox"/> record		<input type="checkbox"/> use		
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<input type="checkbox"/> Drawings	<input type="checkbox"/> Shop Drawing Prints	<input type="checkbox"/> Samples								
<input type="checkbox"/> Specifications	<input type="checkbox"/> Shop Drawing Reproductions	<input type="checkbox"/> Product Literature								
<input type="checkbox"/> Change Order										

COPIES	DATE	REV. NO.	DESCRIPTION	ACTION CODE

ACTION A. Action indicated on item transmitted CODE B. No action required C. For signature and return to this office	D. For signature and forwarding as noted below under REMARKS E. See REMARKS below
--	--

REMARKS _____

[illegible]

PARTS/SUPPLIES TRANSACTION DOCUMENT

Sales Tax Number
75-1312790-6

Trailer / Non-Trailer
☐ Trailer ☒ Non-Trailer

☐ Yes ☒ No

Inside Delivery

S ☐ **BLDG**
H ☐ **ATT**
I **VENUE COMP**
P
T **STREET**
O **CITY STATE**

TRANS CODE
BUSSET CENTER
SHIP FROM **SHIP TO** **LINE #**
TRANS CODES
05 Inventory To Inventory
06 Inventory To Expense
07 Expense To Inventory
12 Inter area Shipment
13 Inter area Receipt
14 Manufacturing
18 Export
INVA AD CODE
ACCT NO **SHIP TO** **PHONE**

S ☐ **BLDG**
H ☐ **ATT**
I **VENUE COMP**
P
T **STREET**
M **CITY STATE**

ROUTE TO **DATE** **APPROVED BY**

01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

☒ **NO LINE ITEMS**

IN PLANT DESTINATION
QUALITY CODE NOS
REMARKS

PREPARED **NO. OF TRAILERS** **UNITS** **B.I. INC.**

LBS. INC.

<h1 style="margin: 0;">ABC Company</h1>		<p> PURCHASE ORDER NO SHOW ABOVE NUMBER ON ALL CORRESPONDENCE INVOICES, SHIPPING PAPERS AND PACKAGES CHANGE ORDER NUMBER </p>	
<p>223 Anystreet, Anytown, USA</p>		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> SHIP TO </div> <div style="margin-left: 20px;">OTHER</div>	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> ATTN: L </div>			
SHIP VIA		TERMS	
DATE OF ORDER		F O B	
SALES TAX NUMBER		DATE OF ORDER	
TRAVEL NON-TRAVEL		CONFIRMING ORDER YES NO	
GOVERNMENT CONTRACT NUMBER		BILLING COT LINE NO (PAGE NO)	
REQUIRED DELIVERY		REQUIRED DELIVERY	
This purchase order is for all items shown and is subject to terms and conditions specified in both sides of this order and any attachments and in continuation sheets			
ITEM	QTY	UNIT PRICE	TOTAL PRICE
PAGE		OF	
IN PLANT DESTINATION		CERTIFICATE OF COMPLIANCE	
GOVERNMENT SOURCE INSPECTION		CUSTOMER SOURCE INSPECTION	
QUALITY CODE NOS		THE SUPPLIER MUST COMPLY WITH ALL QUALITY CODES REFERENCED HEREIN IN ACCORDANCE WITH THE SPECIAL PROVISIONS OF AFMIL GCP NO EXTENDED HEREIN AND HAVE A PART HISTORY	
REMARKS			

TRAINING MATERIALS YOU WILL NEED

Before you begin learning to use Forms, be sure you have completed at least the first eight chapters of the 640 Training Manual so that you'll understand the basic features of 640 operation.

The Forms manual is divided into two sections: 1) training section and 2) reference section. The training section will teach step-by-step instructions on how to use the Forms feature. The reference section will provide you with quick-reference and assistance in performing tasks after the training has been completed.

Make sure you have the following materials before starting your training.

- **Forms Disk** — The Forms disk is similar to the Base System disk because it is an instruction disk. The Forms disk has the 640 instructions for setting up forms. The instructions must be loaded into the 640 before the Forms feature can be used. Without these instructions the 640 cannot do Forms.

The Forms instruction disk can be copied, but you'll need to be careful not to lose or damage the disk. If you need to replace the disk, you'll need to purchase the Forms package again from your Xerox sales or supplies representative.

- **Forms Recording Disk** — You'll need a disk that can be used for recording Forms information. If the disk is new or contains documents you no longer need, prepare the disk before continuing (refer to Preparing a Disk in the 640 Reference Manual, if necessary). Once form information is recorded on a disk, it becomes a Forms only recording disk. That means you cannot use that disk as a recording disk with another instruction disk (ie., Base System, Repetitive Letters, or Document Assembly). Load the recording disk and display the List Titles if necessary, to check that no document numbers or titles exist.

When you've finished going through the exercises in this manual, you can use the **REFERENCE SECTION** at the back of the manual as a quick reminder of the steps to take when doing your own work. The **FEATURES + HELP** feature may be used if you hear two beeps. Should you encounter a message or result you do not understand, you can use the **MESSAGES** or **PROBLEM SOLVING** sections of the Forms manual.

GETTING STARTED

To begin using Forms, you must insert the Forms disk into the left disk drive. The 640 will automatically load the Forms instructions on the disk.

The instructions on the Forms disk are different from those on the Base System disk, so the 640 will operate differently and display different messages. This manual will teach you how to use the different features of Forms.

While the Forms instructions are loaded in the 640, you **cannot** work on documents that were typed using Base System instructions. You can only work on forms.

When you've finished using Forms, you should load the Base System disk again so you can work on other documents. Check the **SPECIAL DISK** light if you're not sure which instructions are loaded: the light will be off when Base System is loaded and on when Forms or another instruction disk is loaded.

As you go through this manual, you'll find a combination of instructions and explanations. As you do each step in the **ACTION** column, look at the **RESULT** column. The **RESULT** column tells you what happens with each step.

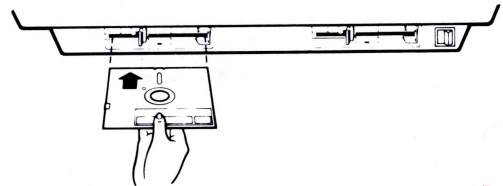
ACTION

- 1 **TURN ON** the 640 if it is not already on.
- 2 **HOLD** the Forms disk as shown in the illustration and slide it all the way into the left disk drive.
- 3 **CLOSE** the disk drive latch.
- 4 **NOTICE** that the **SPECIAL DISK** light turns on to indicate Forms is loaded. The 640 is now ready for the Forms recording disk.

After the Forms disk has been loaded, you can insert a Forms recording disk and begin working on forms. (Remember, the Forms recording disk cannot contain documents; it must have been prepared using the Options disk.)

- 5 **INSERT** the Forms recording disk in the right disk drive and close the latch.

RESULT



PLEASE WAIT appears on the screen as the 640 reads the disk. (This takes several seconds.)

F.M. - 1 and numbers appear in the Message Area of the screen when the instructions have been read.

PLEASE WAIT appears briefly and then the screen goes dark.

SETTING UP A FORM

The 640 can speed up form fill-in by “memorizing” the form. Once you define the locations to be filled in, the 640 will automatically go to each location when you fill in the form. To define the fill-in locations for the 640, you must move the carrier to each location and then set a tab.

In setting up any form, you’ll need to select a **reference point**. A **reference point** is the position you’ll refer to when placing the form in the 640. You can manually roll the paper into the 640 and align the paper with the reference point if the Forms feature has not been turned on. In the example below, the printwheel is aligned with the first preprinted character on the form. Notice the bottom line of the card guide is positioned on the line underneath the words “SHIPPING MANIFEST”.

You must change the margin before selecting a reference point and turning on the Forms feature.



Make three copies of the form below so you can practice filling in the form.

SHIPPING MANIFEST

SHIP TO:	SHIP FROM:
RECEIVED BY:	PREPARED BY:
COMMENTS:	



SETTING UP A FORM — continued

To practice setting up a form, use one of the three copies you made of the form from the previous page.

Insert the form in the 640 and change the margins, if necessary. **The screen setting scale is not available when the Forms disk is loaded.** For step-by-step instructions on setting margins, refer to page 35 in the Reference Section of this manual. Follow the steps below to practice setting up a form.

ACTION



RESULT

- 1 **INSERT** a copy of the form on page 5.
- 2 **CHANGE** margins if necessary. Refer to page 35 of the Reference Section or to the Reference Cards.
- 3 **ALIGN** the printwheel pointer or the red lines on the card guide with the reference point on the form.
- 4 **HOLD** down  and press  to turn on the Forms feature.

SET UP FORM appears in the Message Area of the screen. The **SPECIAL ENTRY** light turns on and the **FORM** light flashes. The **FORM** light will continue to flash as long as the Forms feature is turned on.

- 5 **MOVE** the carrier to the first location under the heading "SHIP TO" using **RETURN**.

If you move past the first location, hold down


 and press  to move the carrier back to that location. **RVRSE INDEX** is a repeating key which moves the carrier up 1/8th of a line each time it is pressed.

When the Forms feature is on, do not manually move the paper or the platen, as this movement will not be recorded in the form set up.

SETTING UP A FORM — continued


ACTION


RESULT

- 6 PRESS**  to set a locator tab at the first location.

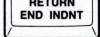
One beep indicates a locator tab has been set for the first location.

If you use **ERASE** to cancel the first locator tab, the carrier will immediately move back to the reference point.

- 7 MOVE** the carrier to the next location by pressing the Spacebar. If you space past the location, use  to move back one space at a time.



- 8 PRESS**  to set a locator tab.

One beep indicates a locator tab has been set for the second location.

- 9 USE**  and Spacebar to move the carrier and continue setting locator tabs at each of the remaining locations on your own.

Remember, if you move the carrier too far in any direction, you may correct the position before setting a locator tab by using the **RVRSE** or **RVRSE + INDEX** keys. If you feel you've set any of the locator tabs in the wrong place, use the **ERASE** key to back up to the previous locator tab set, then move the carrier to the correct location and reset the tab. You cannot add or change a tab location after completing the form set-up.

If you want to completely start over, press the **FORM** switch. This will turn off the Forms feature and clear all locator tabs from the 640. Then you can turn on **FORM** and start over.

- 10 HOLD** down  and press  to complete the form set-up after the last locator tab has been set.

*This tells the 640 that you've finished the set up. **FILL IN FORM** will appear in the Message Area of the screen.*

- 11 LEAVE** the message on the screen for the next exercise.

After a form has been set up, you can begin filling in that form, or you can save the set-up and recall it later. In this exercise, you'll fill in the form and then save the form set-up.

In the form you just set up, you used the **SET TAB** switch to set a "regular" tab at each location. If you have numbers with decimal points in your form, use the **SET DEC.TAB** (instead of the **SET TAB** switch) to set a decimal tab. When the form is filled in, numbers typed at a decimal tab will align to the left of the tab, so be sure you set the tab where the decimal point is to be typed.

FILLING IN A FORM

Now you're ready to fill in the form. The 640 will automatically position the carrier at each location when you press the TAB key. Then you can type the information on the form. Before you begin to fill in the form, be sure you align the carrier at your reference point.




Follow the steps below to practice filling in the sample form.

SHIPPING MANIFEST

SHIP TO: Smith Paint Store	SHIP FROM: Builders' Wholesale
RECEIVED BY: Susan Allen	PREPARED BY: Alex Smith



ACTION

- 1 REINSERT the form and align the reference point as you did when you set up the form.
- 2 PRESS  to move to the first locator tab position.
- 3 TYPE the words **Smith Paint Store**
- 4 PRESS 
- 5 TYPE the words **Builders' Wholesale**
- 6 PRESS  again.
- 7 CONTINUE to tab and type the last entries. (If you accidentally press RETURN instead of tab, simply press TAB.)

RESULT

The screen will go dark. The carrier moves to the first fill-in location on the form.

The characters print on the form as you type them.

The carrier automatically moves to the next fill-in location on the same line.

The carrier automatically returns and moves to the next fill-in location.

If TAB is pressed after the last entry, two beeps will sound and END OF FORM will appear in the Message Area.





You can use the Reference Section at the back of this manual as a quick reminder of the steps to take when doing your own work. Look at page 36 for instructions on Setting Up a Form, and page 42 for Filling in a Form.

SAVING A FORM SET-UP

It is a good idea to save your form set-ups so you can recall them whenever you need them. **The 640 will only save the settings of your forms, not the information typed on the form itself. Do not confuse saving a form set-up with saving the information on the form.**

If you accidentally turn off the **FORM** switch before saving the form set-up, the set-up will be erased and cannot be saved. Form set-ups are saved like phrases and settings; (the **STORE** switch is not used).


ACTION

- 1 **HOLD** down  and press 
- 2 **HOLD** down  and type the title **orders** (It is only necessary to hold down  while you type the first character. The title can be 1 to 8 characters with no spaces. The first character must be alphabetic.)

RESULT

FILL IN FORM will appear in the Message Area of the screen.

orders appears in the Response Area of the screen and the **SPECIAL ENTRY** light turns on.

- 3 **PRESS**  to indicate "this title equals..."

orders = appears in the Response Area of the screen.

If a beep sounds, the 640 is telling you that the title you've typed has already been used. Press **STOP** and type another title.

- 4 **HOLD** down  and press  to finish saving the set-up.

FILL IN FORM remains on the screen as the 640 saves the setting. The **SPECIAL ENTRY** light turns off and the title is removed when the setting is saved.

At this point, you could fill in another form with this set-up (the blinking **FORM** light indicates the form set-up has not been cleared from the 640). Or, you could turn off the Forms feature. For practice, turn off the Forms feature as follows:

- 5 **PRESS** the  switch to turn off Forms.

The **FORM** light goes off and the screen goes dark. The locator tabs have all been cleared from the 640.

LIST TITLES

When you LIST TITLES, a list of all titles (saved form set-ups, and/or phrases) will display on the screen. Approximately 18 titles can be viewed at one time. If the list exceeds that number, press NEXT SCREEN or PREVIOUS SCREEN to scroll up or down the list to view the remaining titles. It also tells you the number of FIELDS LEFT (the space remaining for locator tabs on the disk), and the number of CHARACTERS LEFT for saving phrases.

Follow the steps below to display and print a list of titles.

ACTION

1

HOLD

down



and press

LIST
TITLES



RESULT

The list titles appear on the screen.

FORMS _____ indicates forms disk has been loaded


orders _____ title of stored form set-up

30380 FIELDS LEFT _____ space remaining on disk
----- for set-up information

4000 CHARACTERS LEFT _____ space remaining on disk
----- for stored phrases




2 INSERT a clean sheet of paper.

3 PRESS  to print a list of titles.

The list of titles prints similar to the sample above. The screen goes dark when the list begins to print.

RECALLING A SAVED FORM SET-UP

Remember, the 640 only saves the settings of your forms, not the information typed on the form itself. Once you've saved a form set-up, it can be recalled anytime you need to fill in that particular form. The set-up is not recalled with the **RECALL** switch. Rather it is recalled by holding down **FEATURES** and typing the title, then pressing the Spacebar. Recalling a set-up will automatically turn on the Forms feature. Follow the steps below to recall the form set-up you just saved.

1 HOLD down  and type the title **orders**

*orders appears in the Response Area of the screen and the **SPECIAL ENTRY** light turns on.*

2 PRESS the Spacebar to recall the saved form set-up. (Only the settings will be recalled, not the information typed on the form.)

*PLEASE WAIT will appear briefly on the screen. **FILL IN FORM** will appear in the Message Area when the set-up is recalled. The **FORM** light will also begin to flash, indicating the Forms feature has been automatically turned on.*

3 LEAVE the message on the screen for the next exercise.

REVIEWING WHAT YOU'VE LEARNED

- After the instructions on the Forms disk have been loaded into the 640, hold down **FEATURES** and press the **FORM** switch to turn on the Forms feature. Pressing **FORM** again will turn it off.
- You can set up a form for one-time use, or you can save the set-up on disk and recall it whenever you need to fill in that form. (Remember, the fill-in locations are recorded on disk but the information you type on the form is not recorded.)
- When you've finished setting up and filling in a form and want to set up another form, save the set-up so you can use it again. Then turn off the Forms feature by pressing **FORM**. This will clear the set-up from the 640. Then turn the Forms feature back on and set up the new form.
- Use the **SET TAB** switch to set a "regular" tab in the forms set-up. Use **SET DEC. TAB** to set a decimal tab when you want a number aligned at the decimal point.
- Once a set-up is finished and the **GO TO START** command is given, you cannot add or change the tab locations.

FILLING IN A FORM WITH DELAY PRINT

The 640 **Delay Print** feature lets you print an error-free entry. The **PRINTER** switch is used to turn on **Delay Print** (the **PRINTER** light will flash). When the **Delay Print** feature is on, your entry will show in the Response Area at the bottom of the screen, which allows you to correct errors before printing the entry on the form. The entry will print when you press the **TAB** or **RETURN** key.

The Response Area will display your entry as you type it. As many as 45 characters can be displayed at one time. The information will scroll to the left in the Response Area if you type more than 45 characters.


Follow the steps below to practice filling in the form below using delay print. Use the form set-up that was saved and recalled in the last exercise.


SHIPPING MANIFEST

SHIP TO: ABC Company	SHIP FROM: Retail Supply, Inc.
RECEIVED BY: Joe Davis	PREPARED BY: Ann Smith
COMMENTS: Hold shipment for pick-up by customer. Notify Mr. Stephens.	


ACTION

❶ **INSERT** another copy of the form used in the previous exercise and align at the reference point.

❷ **PRESS**  to start filling in the form.

❸ **PRESS**  to turn on the Delay Print feature.
The **PRINTER** light will flash.

❹ **TYPE** the words **ABC COMPANY**

❺ **PRESS**  to move to the next fill-in location.

❻ **CONTINUE** on the next page.

RESULT

FILL IN FORM should be in the Message Area of the screen as a result of recalling the form set-up on the previous page.

The carrier moves to the first fill-in location.

DELAY PRINT
→


The Response Area appears on the screen. The cursor blinks waiting for your entry.

The entry will show in the Response Area. If you need to correct an entry before printing it on the form, use the **ERASE** key.

The entry prints on the form and the carrier automatically moves to the next fill-in location.

FILLING IN A FORM WITH DELAY PRINT — continued

ACTION

- 7** TYPE the words **RETAIL SUPPLY, INC.**
- 8** PRESS  to move to the next fill-in location.
- 9** CONTINUE to tab and type the entries up to the last fill-in location under "COMMENTS". (If you accidentally press RETURN, simply press TAB.)
- 10** TYPE the following: **Hold shipment for pick-up by customer. Notify Mr. Stephens.**

RESULT

The entry appears in the Response Area. If you need to correct the entry, use the ERASE key before pressing TAB.

Notice that only the last 45 characters show in the Response Area. If you need to correct an error before printing it on the form, use the ERASE key.

or pick-up by customer. Notify Mr. Stephens.

- 11** PRESS  .

The entry will print on the form and two beeps will sound. END OF FORM will appear in the Message Area, and Delay Print automatically turns off.

When Delay Print is on, INDEX, RVRSE INDEX, RVRSE, BKSP 1/2, and SPACEBAR will show in the Response Area as symbols. The carrier will move only when TAB or RETURN is pressed. If you wish to align the carrier at a fill-in location before typing an entry, turn delay print off, make the adjustment and turn delay print back on.

FILLING IN A FORM WITH MULTI-LINE ENTRIES

Some forms have several lines of information typed at the same location. For example, the form below has three lines of information (a name and address) typed at location 1. This is a multi-line entry.

When you need to type several lines at one location, simply press **RETURN** after each line. When all lines have been typed at that location, press **TAB** to move to the next location.

SHIPPING MANIFEST

SHIP TO: Conti Manufacturing, Inc. 97 Hyatt Avenue Buffalo, New York 12376 RECEIVED BY: J. Davis	SHIP FROM: Upstate Container Company 5413 West Elm St. Rochester, New York 12320 PREPARED BY: T. Aarons
COMMENTS: On arrival of shipment, report shortages or damages on Form S/D 1180-1982 attached to this manifest.	

Follow the steps below to practice this feature. You'll use the form set-up still in the 640 from the last exercise. Since you're at the end of the form set-up, you'll use the **GO TO START** key to return to the beginning of the form.

ACTION

RESULT

1 **HOLD** down  and press  to fill in another form.


FILL IN FORM appears on the screen.

2 **INSERT** another copy of the form and align the reference point as you did when you set up the form.

3 **BE SURE** the Delay Print feature is on. The **PRINTER** light should be flashing. If not, press **PRINTER** switch.

DELAY PRINT


appears on the screen.

4 **PRESS**  to move to the first fill-in location.

→ shows in the Response Area because the Delay Print feature is on.

5 **TYPE** the entry:
Conti Manufacturing, Inc.

The characters show in the Response Area as you type but do not print because delay print is on.

6 **PRESS**  to move to the next line of the first fill-in location.

The entry prints on the form and the Response Area shows:

→ CONTI MANUFACTURING, INC.

7 **CONTINUE** on the next page.


FILLING IN A FORM WITH MULTI-LINE ENTRIES — continued


ACTION

RESULT



- 8 TYPE** the next line: **97 Hyatt Avenue**

The Response Area shows:

→ Conti Manufacturing, Inc.  97 Hyatt Avenue


- 9 PRESS**  to move to the next line.

The entry prints and the screen shows:

→ Conti Manufacturing, Inc.  97 Hyatt Avenue 

When using delay print with multi-line entries, use **ERASE** to correct any typing errors on the screen before pressing **RETURN**. If you notice an error in an entry after pressing **RETURN**, turn delay print **OFF**, then use **RVRSE** to back up to the error. Use **ERASE** retype the entry and press **GO TO END**. Turn delay print back on. After **TAB** is pressed, an entry at the last fill-in location cannot be corrected.



- 10 TYPE** the entry: **Buffalo, New York 12376**

- 11 PRESS**  to move to the next fill-in location.

The entry prints, a tab symbol → appears in the Response Area, and the carrier automatically moves to the second fill-in location.

- 12 FINISH** filling in the form on your own.

Remember, when typing a long entry, the text scrolls to the left in the Response Area as you type it. The 640 will beep once to tell you when you are near the right margin. Press **RETURN** to print that line and continue on the next line in that fill-in location.

- 13 WHEN** the form is filled in, hold down  and press  to go back to the beginning.

- 14 PRACTICE** filling in the form again, if you like.

- 15 PRESS**  +  to turn off the Forms feature.


*The **FORM** light turns off and the Forms feature is turned off. All locator tabs are cleared from the 640.*

CLEARING A SAVED FORM SET-UP

Saved form set-ups can be erased (cleared) from the disk when they are no longer needed to make space available for new set-ups.

Follow the steps below to clear the form set-up you saved under the title "orders".

ACTION

1 HOLD down  and type the title **orders**

2 PRESS 

3 PRESS 

If you press the **CLEAR** switch and then change your mind about clearing the setting, press the **STOP** switch to cancel the instruction.

4 PRESS  again.

If you do not remember the title of the set-up or need to identify those set-ups no longer needed, display the **LIST TITLES**. Press **PRINT** to print the list or press **STOP** to remove the list from the screen before clearing them from your disk.

RESULT

orders shows in the Phrase Title Area of the screen and the **SPECIAL ENTRY** light turns on.

orders = shows in the Phrase Title Area and one beep confirms that the title has been located.

The **CLEAR** light turns on and the message "To clear, press **CLEAR** again" appears on the screen.

PLEASE WAIT appears on the screen. When the screen goes dark the form set-up is cleared.

REVIEWING WHAT YOU'VE LEARNED

- There are two ways to print information on a form as you fill it in: (1) immediate printing and (2) delay print. (The Delay Print feature is particularly helpful when the form has carbon copies, as you can make corrections on the screen before printing anything on the form.)
- The **PRINTER** switch is used to turn on delay print.
- When filling in a form, the **TAB** key is used to move to each fill-in location. The **RETURN** key can be used to type more than one line at a tab location.
- A multi-line entry (e.g., name and address) requires only one locator tab to be set in the form set-up.
- A saved form set-up can be cleared from the disk: Hold down **FEATURES** and type the title, type equal (=), then press **CLEAR** twice.

FORMS WITH REPEATED TAB LOCATIONS

Frequently, you'll find forms with tab positions that are repeated on several lines, as in the example below. When filling in the form you'll type all the information on the first line, then go to the next line and fill it in and so on for each line.

Lines
with
repeated
tab locations

ALLEN TUNNEL COLLEGE					CLASS SCHEDULE	
STUDENT NAME: <u>James Collins</u>						
COL	SEQUENCE NUMBER	DEPT	COURSE NUMBER	SECTION NUMBER	COURSE DESCRIPTION	CREDIT HOURS
4	32406	HST	102	502	HISTORY	3
4	46606	LIT	102	604	LITERATURE	3
4	58805	SPCH	101	700	SPEECH	3
4	75411	DP	102	807	DATA PROCSING	3
TOTAL HOURS 12						

The fastest and most efficient way to set up the form is to use the repeated tab feature. You only need to set tabs on the first line and the 640 will repeat them for as many lines as you desire when the form is filled in.

To practice using repeated tabs, make a copy of the form below. Then follow the steps on the next page.

ALLEN TUNNEL COLLEGE					CLASS SCHEDULE	
STUDENT NAME: _____						
COL	SEQUENCE NUMBER	DEPT	COURSE NUMBER	SECTION NUMBER	COURSE DESCRIPTION	CREDIT HOURS
TOTAL HOURS						




SETTING UP A FORM WITH REPEATED TAB LOCATIONS

Forms that have repeated tab locations are set up just like other forms, except that you use the **MARK** key to mark the beginning and end of the line with the repeated tabs.

Before you begin, be sure the **FORM** light is not flashing. If it is, press **FORM** to turn off the Forms feature and clear the previous form set-up from the 640. You cannot set up a new form until the old form is cleared.



ACTION

RESULT

- 1 INSERT** a copy of the form in the 640 and change margins if necessary.
- 2 DETERMINE** a reference point and align it with the card guide.
- 3 HOLD** down  and press  to turn on the Forms feature.
- 4 MOVE** the carrier to the first fill-in location on the form.
- 5 PRESS**  to set a locator tab.

*The **FORM** light flashes. **SET UP FORM** appears in the Message Area of the screen.*



One beep indicates the tab is set.

- 6 MOVE** the carrier to the position of the first repeated tab under "COL".
- 7 PRESS**  to tell the 640 this is the beginning of the repeated tab locations.
- 8 PRESS**  to set a locator tab at the position of the first repeated tab.

Set repeated tab locations will appear in the Message Area of the screen. The message will remain on the screen until all repeated tabs have been set.

One beep indicates the tab is set.

If you press the **ERASE** key to erase this tab, you'll need to reset the mark along with the tab.



- 9 USE** the Spacebar to move to the next tab location on the line.
- 10 PRESS**  to set the second repeated tab.
- 11 USE** the Spacebar to move to the next tab location on the line.
- 12 PRESS**  to set a tab.
- 13 SET** the remaining tabs on the line.
- 14 CONTINUE** on the next page.

One beep indicates a tab is set.

SETTING UP A FORM WITH REPEATED TAB LOCATIONS — continued

ACTION

RESULT

15 PRESS  and  (if necessary) to position the carrier at the point where the second line should begin.


This tells the 640 how far apart to space the lines with repeated tabs.

16 PRESS 

This tells the 640 that this is the end of the set of repeated tabs. The screen goes dark.

If Go to next line then press MARK appears on the screen, press RETURN and use the INDEX key to move to the beginning of the next line, then press MARK.

17 MOVE the carrier to the last tab location after "TOTAL HOURS".

18 PRESS  to set a tab at the last location.

19 HOLD down  and press  when the form has been set-up.

FILL IN FORM appears in the Message Area.

After the form has been set up, you can save the set-up on disk so it may be recalled whenever you need it. Follow the steps below to save the form set-up.

20 HOLD down  and type **repeat**

repeat appears in the Phrase Title Area.

21 PRESS 

repeat= appears in the Phrase Title Area.


22 HOLD down  and press 

PLEASE WAIT appears in the Message Area while the set-up is being saved, then **FILL IN FORM** appears in the Message Area.

Saving the set-up does not clear the locator tabs from the 640. As long as FORM remains on you can fill in the form in the next exercise without recalling the set-up.

FILLING IN A FORM WITH REPEATED TAB LOCATIONS

After the form has been set up, you can begin filling it in. The **TAB** key is used to move the carrier from one fill-in location to the next. When filling in the repeated tab area, the 640 will automatically repeat the tabs until you hold down **FEATURES** and press **TAB**.

Follow the steps below to fill in the form with repeated tabs. Use the **ERASE** key  to correct any typing errors. You may turn on the Delay Print feature by pressing the **PRINTER** switch if you like, but it is not necessary.


ALLEN TUNNEL COLLEGE				CLASS SCHEDULE		
STUDENT NAME: <u>James Collins</u>						
COL	SEQUENCE NUMBER	DEPT	COURSE NUMBER	SECTION NUMBER	COURSE DESCRIPTION	CREDIT HOURS
4	32406	HST	102	502	HISTORY	3
4	46606	LIT	102	604	LITERATURE	3
4	58805	SPCH	101	700	SPEECH	3
4	75411	DP	102	807	DATA PROCSING	3
TOTAL HOURS 12						

If you've turned off the Forms feature, you'll need to recall the form set-up titled "repeat" before filling in the form.

ACTION

RESULT

1 REINSERT the form in the 640 and align at the reference point.

2 PRESS  to begin filling in the form.

3 TYPE the entry **James Collins**

4 CONTINUE on the next page.

FILL IN FORM is displayed in the Message Area.

FILL IN FORM is removed from the screen and the carrier moves to the first fill-in location.

If delay print is off, the entry prints on the form. If delay print is on, the entry shows in the Response Area. Either way, you can use **ERASE** to correct any typing errors.

FILLING IN A FORM WITH REPEATED TAB LOCATIONS — continued

ALLEN TUNNEL COLLEGE					CLASS SCHEDULE	
STUDENT NAME: <u>James Collins</u>						
COL	SEQUENCE NUMBER	DEPT	COURSE NUMBER	SECTION NUMBER	COURSE DESCRIPTION	CREDIT HOURS
4	32406	HST	102	502	HISTORY	3
4	46606	LIT	102	604	LITERATURE	3
4	58805	SPCH	101	700	SPEECH	3
4	75411	DP	102	807	DATA PROCSING	3
TOTAL HOURS 12						

ACTION

5 PRESS



6 FILL in the first line of the repeated tabs as follows:

- Type **4** and press TAB
- Type **32406** and press TAB
- Type **HST** and press TAB
- Type **102** and press TAB
- Type **502** and press TAB
- Type **HISTORY** and press TAB
- Type **3** and press TAB

7 FILL in the next three lines of information on your own.

8 CONTINUE on the next page.

RESULT

The carrier moves to the fill-in location in the repeated tab area. The message "Repeated tabs (FEATURES + TAB to end)" appears in the Message Area to indicate this is a repeated tab location.



Each time you type an entry and press TAB, the carrier will move across the line to the next fill-in location. When you press TAB after the last entry on the line, the carrier moves to the next line, ready for you to fill in another line of repeated tabs.

FILL IN FORM is still on the screen.

FILLING IN A FORM WITH REPEATED TAB LOCATIONS — continued

ACTION

RESULT

9 **HOLD** down  and press  when all repeated tab entries have been typed.


This tells the 640 that you've finished with the repeated tab locations.

10 **TYPE** the last entry on the form.

11 **HOLD** down  and press 

FILL IN FORM appears in the Message Area.

12 **INSERT** another copy of the form and practice filling in another form on your own.

13 **PRESS**  to turn off the Forms feature.

The Forms feature turns off and all locator tabs are cleared.

FORMS WITH STANDARD ENTRIES

Often there is information that remains the same every time a form is filled out. For example, the information included in the heading of a company memo form, such as address, phone number, or person to contact may be the same on every form. This type of information is referred to as a "standard entry." (On the form below, the words "SHIP FROM" and "NOTES" contain standard information.)

To save you time when filling in forms, standard entries can be saved in the forms set-up. When this is done, the standard entries will automatically print out when you fill in the form.

INTERNAL SHIPPING ORDER		
Ship From: Supplies Dept.	Ship To: Shirley Jones	
Order Date: 9/31/82	Order Number: CJ0488	
Notes: All costs will be billed monthly		
Item Description Stencil Forms	Quantity 6	Cost \$120.00

Make two copies of the form below to practice setting up a form with standard entries.

INTERNAL SHIPPING ORDER		
Ship From:	Ship To:	
Order Date:	Order Number:	
Notes:		
Item Description	Quantity	Cost



SETTING UP A FORM WITH STANDARD ENTRIES

Follow the steps below to practice setting up and filling in a form with standard information.

INTERNAL SHIPPING ORDER		
Ship From: Supplies Dept.	Ship To: Shirley Jones	
Order Date: 9/31/82	Order Number: CJ0488	
Notes: All costs will be billed monthly		
Item Description Stencil Forms	Quantity 6	Cost \$120.00


ACTION

RESULT

- 1 **INSERT** the form in the 640 and change margins (if necessary).
- 2 **ALIGN** at a reference point.
- 3 **HOLD** down  and press  to turn on the Forms feature.

The FORM light flashes and SET UP FORM shows in the Message Area.


- 4 **MOVE** the carrier to the first fill-in location under the heading "SHIP FROM"

- 5 **PRESS**  to set a locator tab.

One beep indicates a locator tab has been set for the first fill-in location.

- 6 **HOLD** down  and press .

Type Standard Entry and press FEATURES + 6 appears in the Message Area. The 640 beeps once to tell you it is ready for the standard information.


- 7 **TYPE** the standard entry:
Supplies Dept.
(If you make a typing error, use  to correct it.)

The standard entry "Supplies Dept." prints on the form.

- 8 **HOLD** down  and press  to end the standard entry.

A beep sounds and the screen goes dark.

- 9 **PRESS** Spacebar to move to the next fill-in location on the line.

- 10 **PRESS**  to set a locator tab. (There is no standard information at this location.)

One beep indicates the tab is set.

- 11 **CONTINUE** on the next page.


SETTING UP A FORM WITH STANDARD ENTRIES — continued

INTERNAL SHIPPING ORDER		
Ship From: Supplies Dept.	Ship To: Shirley Jones	
Order Date: 9/31/82	Order Number: CJ0488	
Notes: All costs will be billed monthly		
Item Description Stencil Forms	Quantity 6	Cost \$120.00


ACTION

RESULT


12 MOVE to the fill-in location following “Order Date”.

13 PRESS  to set a locator tab.





14 MOVE to the next fill-in location following “Order Number”.

15 PRESS  to set a locator tab.

16 MOVE to the next fill-in location following “Notes.”

17 PRESS  to set a locator tab.


18 ENTER the standard entry:

- Hold down  and press 
- Type the standard entry:
All costs will be billed monthly
- Hold down  and press 

Type standard entry and press FEATURES + 6 *appears in the Message Area and the entry prints as you type it.*

The screen goes dark.

19 MOVE to the fill-in location under the words “Item Description”.

20 PRESS  to set a locator tab.

21 MOVE to the fill-in location under “Quantity”.

22 PRESS  to set a locator tab.


23 MOVE to the fill-in location under “Cost” (be sure you move the carrier under the “t” in “Cost” so you can set a decimal tab).

SETTING UP A FORM WITH STANDARD ENTRIES — continued

INTERNAL SHIPPING ORDER		
Ship From: Supplies Dept.	Ship To: Shirley Jones	
Order Date: 9/31/82	Order Number: CJ0488	
Notes: All costs will be billed monthly		
Item Description	Quantity	Cost
Stencil Forms	6	\$120.00

ACTION

RESULT

24 PRESS  to set a decimal locator tab (you'll be typing dollar amounts in this location).

25 HOLD down  and press .

FILL IN FORM appears in the Message Area of the screen.

26 CONTINUE on the next page.

When typing standard information in a form, the underline and bold features may be used. Standard entries can also contain more than one line of text. However, a standard entry cannot be included at a location where a decimal tab is set.






FILLING IN A FORM WITH STANDARD ENTRIES

After the form has been set up with standard entries, you are ready to fill it in. Whenever you tab to a location with a standard entry, the information will automatically print on the form. You will fill in the other locations in the usual manner.

Follow the steps below to practice filling in the form you just set up.

INTERNAL SHIPPING ORDER		
Ship From: Supplies Dept.	Ship To: Shirley Jones	
Order Date: 9/31/82	Order Number: CJ0488	
Notes: All costs will be billed monthly		
Item Description Stencil Forms	Quantity 6	Cost \$120.00

ACTION

- 1 **INSERT** a copy of the form in the 640 and align at the reference point.
- 2 **PRESS**  to move to the first location.
- 3 **PRESS**  to move to the next location.
- 4 **TYPE** the entry **Shirley Jones**
- 5 **PRESS**  to move to the next location.
- 6 **TYPE** the order date **9/31/82**
- 7 **PRESS**  to move to the next location.
- 8 **TYPE** the entry **CJ0488**
- 9 **PRESS**  to move to the next location.
- 10 **CONTINUE** on the next page.

RESULT

The standard entry information "Supplies Dept." prints on the form.

The entry prints on the form.


The standard entry prints on the form.

FILLING IN A FORM WITH STANDARD ENTRIES — continued



INTERNAL SHIPPING ORDER		
Ship From: Supplies Dept.		Ship To: Shirley Jones
Order Date: 9/31/82		Order Number: CJ0488
Notes: All costs will be billed monthly		
Item Description	Quantity	Cost
Stencil Forms	6	\$120.00

ACTION

RESULT


11 CONTINUE pressing  and filling in the rest of the information on the form.

When you tab to a decimal tab location, the entry will be displayed in the Response Area of the screen. If delay print is off, the entry will print on the form when the decimal point (or other alignment character) is typed, or when **TAB** or **RETURN** is pressed. Use **ERASE** to correct any errors in the Response Area before printing the entry.

12 HOLD down  and press  when you've completed the form.

FILL IN FORM appears in the Message Area to let you know the 640 is ready to fill in another form.

13 INSERT another copy of the form and practice filling it in on your own.

14 PRESS  to turn off the Forms feature when finished.

SETTING UP A FORM WITH PROMPTS

When setting up a form, you can create prompts that will appear in the Message Area of the screen when you fill in the form. This eliminates the need to look at the form to tell what information to type at specific locations. The prompt will not print on the form.

Each prompt can be up to 15 characters long.



Make copies of the form below and then follow the steps to practice setting up a form using prompts.

NAME:	_____
ADDRESS:	_____ _____
PHONE:	_____
ITEM ORDERED:	_____

ACTION

RESULT

1 INSERT a copy of the form in the 640 and use the "N" in "NAME" as a reference point.

2 HOLD down  and press  to turn on the Forms feature.

SET UP FORM appears in the Message Area of the screen and the **FORM** light begins flashing.







3 MOVE the carrier to the first fill-in location.

When Forms is turned on, do not manually move the paper or the platen, as this movement will not record in the form set-up.

If you move the carrier past a fill-in location, use **RVRSE**, **INDEX**, **BKSP 1/2** or **RVRSE INDEX** to move back. Or, use **ERASE** to move back to the previous locator tab.

SETTING UP A FORM WITH PROMPTS — continued

ACTION

- 4 **PRESS**  to set a locator tab at the first fill-in location.
- 5 **HOLD** down  and press  to mark the beginning of the prompt.
- 6 **TYPE** the prompt **NAME**
- 7 **HOLD** down  and press  to mark the end of the prompt.
- 8 **MOVE** to the next fill-in location.
- 9 **PRESS**  to set a locator tab.

RESULT

One beep indicates a locator tab has been set for the first fill-in location.





Enter prompt and press FEATURES + 5
5

The entry appears in the Response Area.

The screen goes dark.

One beep indicates a locator tab has been set for the second fill-in location.



- 10 **ENTER** the prompt as follows:

- Hold down  and press 
- Type **ADDRESS**
- Hold down  and press 

Enter prompt and press FEATURES + 5
5

The entry appears in the Response Area.

It is not necessary to set a tab on each line of the address, you can use the **RETURN** key to type all lines of the address when filling in the form.

- 11 **CONTINUE** to set-up the form on your own.
Enter a prompt at each remaining locator tab.
- 12 **HOLD** down  and press  to tell the 640 you've completed the form.


FILL IN FORM will appear in the Message Area of the screen.

SETTING UP A FORM WITH PROMPTS — continued


Before you begin filling in any form, it's a good idea to save the form set-up so you can recall it whenever you need it. Follow the steps below to practice saving the form set-up.

ACTION

RESULT



❶ **HOLD** down  and type **second** (It is only necessary to hold down the **FEATURES** key while you type the first character.)

second appears in the Phrase Title Area of the screen.

❷ **PRESS**  to indicate "this title equals..."

*second = appears in the Phrase Title Area and the **SPECIAL ENTRY** light turns on.*

If a beep sounds, the 640 is telling you that the title is already used. Press **STOP** and type another title. If two beeps sound and the message "Insert FORMS recording disk in rt drive" appears on the screen, insert a Forms recording disk and repeat step 1.)

❸ **HOLD** down  and press  to finish saving the set-up.

***PLEASE WAIT** appears in the Message Area as the 640 saves the setting. The **SPECIAL ENTRY** appears in the Message Area.*


Saving the form set-up does not clear the tab settings from the 640, so you can proceed to fill in the form.

FILLING IN A FORM WITH PROMPTS


ACTION

RESULT

❶ **REINSERT** the form and align to the reference point.

❷ **PRESS**  to move to the first fill-in location.

❸ **TYPE** your name.


❹ **PRESS**  to move to the next fill-in location.


❺ **TYPE** your address (remember to press **RETURN** after each line except the last.)

NAME (*the prompt for the first location*) appears in the Message Area.





The prompt remains on the screen as you begin to type. If you have delay print on, your typing will show in the Response Area.


ADDRESS appears in the Message Area of the screen.

❻ **PRESS**  and fill in your phone number.

❼ **PRESS**  and type **Two blankets** (for the item ordered.)

REVIEWING WHAT YOU'VE LEARNED

- Prompts may be added to a form set-up to assist you in filling in the form.
- To record prompts in a set-up, move to the location, press **SET TAB**, hold down **FEATURES** and press , type the prompt and hold down **FEATURES** and press  again.
- Standard information can be added to a form set-up so that it will be printed on each form as you fill it in.
- To record standard information in a set-up, move to the location, press **SET TAB**, hold down **FEATURES** and press , type the information, and hold down **FEATURES** and press  again.
- When the same tab settings are used on several lines, you can set them once as “repeated” tabs.
- To set repeated tabs, move to the first tab location, press **MARK**, set all the tabs on the line, press **RETURN** and position the carrier on the next line, then press **MARK** again.

- 
- When filling in repeated tabs, press **TAB** and fill in all locations, then hold down **FEATURES** and press **TAB** to end the repeated tabs.

Additional Points:

- When filling in a form, you may leave fill-in locations blank by simply pressing **TAB** without typing any text.
- When the Forms instruction disk is loaded, you can use the 640 like a “regular” typewriter as long as the Forms feature is not turned on.
- A Forms recording disk can be copied using the Copy Phrases Option (Option 3) on the Options disk. (See the 640 Reference Manual for detailed instructions.)
- Label the recording disk as a Forms recording disk. It can be used to save other forms, but cannot be used to store documents.

REFERENCE SECTION

On the following pages you'll find information that can be used for quick reference when working with forms.

Getting Started	34
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GETTING STARTED:


- 1** **TURN ON** the 640.
- 2** **INSERT** the Forms disk in the left drive to load the instructions.
- 3** **WHEN** the instructions have been loaded, the **SPECIAL DISK** light comes on and **F.M.-L** and numbers appear on the screen.
- 4** **INSERT** a Forms recording disk in the right drive. If the disk is new or contains documents you no longer need, prepare the disk first. (Refer to Preparing a Disk in the 640 Reference Manual, if necessary.) Once form information is recorded on a disk, it becomes a Forms only recording disk.

SETTING MARGINS:

The screen settings scale is not available when the Forms instruction disk is loaded.


Follow the steps below to set new margins:

- 1 **PRESS** Spacebar to move the carrier to the new left margin location. (If the desired location is to the left of the current left margin, see the steps below.)

- 2 **PRESS**  to set the left margin.

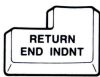
One beep indicates the margin has been set.

- 3 **PRESS** Spacebar to move the carrier to new right margin location.

- 4 **PRESS**  to set the right margin.


One beep indicates the margin has been set.

To set a new margin to the left of the current left margin, follow the steps below:


- 1 **PRESS**  to be sure you are at the current left margin.

- 2 **HOLD DOWN**  and press  once.

The 640 beeps once. Margin Release temporarily releases the current left margin until a new left margin is set — it does not move the carrier or set a new margin.







- 3 **PRESS**  to move the carrier back to the desired location.

The carrier backs up one space each time RVRSE is pressed.

- 4 **PRESS**  to set a new left margin.

One beep indicates the margin has been set.











SETTING UP A FORM:

- ❶ **INSERT** the form in the 640 and set new margins, if necessary.
- ❷ **DETERMINE** your reference point and align it with the card guide.
- ❸ **HOLD** down  and press  to turn on the Forms feature.
- ❹ **MOVE** the carrier to the first fill-in location.
- ❺ **PRESS**  or  to set a locator tab.
- ❻ **CONTINUE** to move to each fill-in location and set a tab.
- ❼ **HOLD** down  and press  to complete the form set up.
- ❽ **SAVE** the settings.





Additional Points:

- Before you begin to set up your form, decide where tabs, decimal tabs, standard entries, repeated tabs and prompts are to be recorded, as well as the location of your reference point.
- Frequently used phrases, such as a vendor's name and address or the date, may be recorded as a saved phrase. They can then be recalled at any locator tab and printed on the form. Phrases must be recorded and saved with the Form light off.
- If you move the carrier too far in any direction, you may correct the position before setting a locator tab by using **RVRSE** or **RVRSE INDEX**.
- If you feel you've set any of the locator tabs in the wrong place, use **ERASE** to back up to the previous locator tab set, then move the carrier to the correct location and reset the tab. You cannot add or change a tab location after completing the form set-up.
- If you want to completely start over, press the **FORM** switch. This will turn off the feature and clear all locator tabs from the 640. Then you can turn on **FORM** and start over.
- A form set-up can have up to 400 locator tabs. If your form requires more than 400 locator tabs, you will need to set up the first 400 tabs and save the set-up. Then turn off the Forms feature, turn it back on again, set up the remaining tabs in a second form set-up and save the second set-up.
- If you set up several forms at one time, be sure to save each set-up prior to turning off the Forms feature.
- Use the **HELP** feature whenever an instruction is not accepted (two beeps).








SETTING UP A FORM WITH PROMPTS:




- ❶ **INSERT** the form in the 640 and set new margins, if necessary.
- ❷ **DETERMINE** your reference point and align it with the card guide.
- ❸ **HOLD DOWN**  and press  to turn on the Forms feature.
- ❹ **MOVE** the carrier to the first fill-in location.
- ❺ **PRESS**  or  to set a locator tab.
- ❻ **ENTER** a prompt as follows:
 - **HOLD** down  and press  to mark the beginning of the prompt.
 - **TYPE** the prompt — use **ERASE** to correct any typing errors.
 - **HOLD** down  and press  to mark the end of the prompt.
- ❼ **CONTINUE** to set tabs and prompts for the rest of the form where desired.
- ❽ **HOLD** down  and press  to complete the form set-up.

Additional Points:

- A prompt instruction (FEATURES + 5) will only be accepted after the locator tab is set.
- When the first prompt instruction is entered,  appears in the Message Area. The typed prompt is displayed to allow you to correct errors before the instruction to end the prompt is entered.
- The prompt can consist of 15 characters.
- If **ERASE** is used after the instruction to end the prompt is entered, the entire prompt will appear in the Message Area with the cursor to the left of the  symbol.
- If you pressed **ERASE** by mistake and want to move to the next fill-in position, you do not need to reenter the instruction to end the prompt. Use Spacebar, **RETURN** or **INDEX** to move to the next location.
- If you need to revise a prompt proceed as follows:
 - Press **ERASE** until the entire prompt appears in the Message Area.
 - Press **ERASE** until the Message Area clears.
 - Hold down **FEATURES + **, type prompt, hold down **FEATURES + **.

SETTING UP A FORM WITH REPEATED TAB LOCATIONS:











- ❶ **INSERT** the form in the 640 and set new margins, if necessary.
- ❷ **DETERMINE** your reference point and align it with the card guide.
- ❸ **HOLD DOWN**  and press  to turn on the Forms feature.
- ❹ **SET** locator tabs, if needed, up to the repeated tab location.
- ❺ **SET** the line of repeated tabs as follows:
 - **MOVE** the carrier to the position of the first repeated tab location.
 - **PRESS**  to mark the beginning of the line of repeated tabs.
 - **SET** tabs for each location on the line.
 - **PRESS**   or  (if necessary) to position the carrier at the point where the second line should begin. (This tells the 640 the line spacing desired between repeated tab lines.)
 - **PRESS**  again to end the repeated tabs instruction.
- ❻ **SET** any remaining locator tabs on the form.

- 
- ❼ **HOLD** down  and press  to complete the form set-up.
 - ❽ **SAVE** the setting before you begin to fill in the form.

Additional Points:

- When **MARK** is pressed, the message "Set repeated tab locations" will appear on the screen. The message will remain on the screen until all repeated tabs have been set.
- If you **ERASE** the first tab set after pressing **MARK**, you need to reset the mark along with the tab.
- If the message "Go to next line then press MARK" appears on the screen, press **RETURN** and use **INDEX** to move to the beginning of the next line, then press **MARK**.
- Prompts can be entered at any of the locator tab positions.
- Standard Entries can be entered at a locator tab where regular tabs are set. They cannot be entered at a location where a decimal tab is set.
- Use the **HELP** feature whenever an instruction is not accepted (two beeps).

SETTING UP A FORM WITH STANDARD ENTRIES:

- ❶ **INSERT** the form in the 640 and set new margins, if necessary.
- ❷ **DETERMINE** your reference point and align it with the card guide.
- ❸ **HOLD** down  and press  to turn on the Forms feature.
- ❹ **MOVE** the carrier to the first fill-in location.
- ❺ **PRESS**  or  to set a locator tab.
- ❻ **IF** standard information is required, enter it as follows:
 - **HOLD** down  and press .
 - **TYPE** the standard entry.
 - **HOLD** down  and press  to end the entry.
- ❼ **CONTINUE** to set locator tabs, including standard information where desired.
- ❽ **HOLD** down  and press  to complete the form set-up.
- ❾ **SAVE** the set-up.

Additional Points:

- A standard entry instruction (FEATURES + 6) will only be accepted after the locator tab is set.
- A standard entry cannot be entered at a location where a decimal tab is set.
- A standard entry can consist of more than one line.
- When typing standard information on a form, the **BOLD**, **CENTER**, **RIGHT FLUSH** and **UNDLN** features may be used.
- The standard entry will print on the form as it is typed. Use **ERASE** to correct errors before the instruction to end the standard entry is entered.
- If **ERASE** is used at the fill-in position following a standard entry, the carrier returns to the right of the typed entry and the instruction to the standard entry is erased. The instruction must be reentered (FEATURES + 6) before moving to the next fill-in position.
- Use the **HELP** feature whenever an instruction is not accepted (two beeps).


SAVING A FORM SET-UP:



❶ **BE SURE** the Forms recording disk is inserted in the 640.

❷ **SET** up the form.


❸ **HOLD** down  and press .

❹ **HOLD** down  and type a title.


❺ **PRESS**  to indicate “this title equals...”

❻ **HOLD** down  and press  to save the set-up.

Additional Points:

- To save the form set-up, be sure the Forms recording disk is inserted into the right disk drive.
- The 640 will only save the settings of your forms (including prompts or standard entries). It will not save the information typed on the form.
- A title can consist of eight characters.
- If the title has already been used, you will hear one beep.
- To display the List Titles, hold down **FEATURES** and press .







RECALLING A FORM SET-UP:

- ❶ INSERT the form and align the card guide at your reference point.
- ❷ HOLD down  and type the title of your saved set-up.
- ❸ PRESS Spacebar.

Additional Points:

- Use the LIST TITLES feature to be sure you recall the correct title of the form set-up.
- If the title is entered incorrectly or has been cleared, you will hear two beeps.
- A form set-up can be recalled with the FORM light on or off. The 640 automatically accepts the recalled set-up and cancels the current set-up.





FILLING IN A FORM:

- ❶ **INSERT** a form and align the card guide at the reference point.
- ❷ **RECALL** the form set-up.
- ❸ **PRESS**  to move to the first fill-in location.
- ❹ **PRESS**  if you want to use the Delay Print feature.
- ❺ **TYPE** the fill-in information.
- ❻ **REPEAT** steps 4 and 5. Keep in mind:
 - Standard entries recorded in the set-up will automatically print.
 - Any prompts recorded in the set-up will appear in the Message Area to remind you of the type of information to be entered.
 - Repeated tab locations recorded in the set-up are filled in like any other tabs. When you are finished with the repeated tabs, hold down  and press  to continue on with the form.
 - Several lines of information (Multi-Line Entries) can be typed at any locator tab. When all the lines have been typed, press **TAB** to move to the next location.
- ❼ **PRESS**  +  to fill in the form again.

Additional Points:

- When you use the Delay Print feature the information is typed in the Response Area which allows you to correct errors before printing the entry on the form.
- Press the **TAB** key twice to bypass a fill-in location where information is not needed.
- When a **DECIMAL TAB** is reached, the entry appears in the Response Area of the screen as you type it. If Delay Print is off, the entry will print on the form when the decimal point (or other alignment character) is typed. If Delay Print is on, the entry will remain in the Response Area until **RETURN** or **TAB** is pressed.



CLEARING A SAVED FORM SET-UP:

- ❶ HOLD down  and type the title.
- ❷ PRESS  (one beep confirms that the title has been located).
- ❸ PRESS .
- ❹ PRESS  again.

Additional Points:

- A form set-up no longer needed should be cleared to make more disk space available for other saved form set-ups.
- Use the List Titles feature to verify how the title was entered.
- If you press CLEAR (Step 3) and decide that you do not want to clear the set-up, press STOP to cancel the instruction.

FILLING IN A FORM WITH DELAY PRINT:

- ❶ PRESS  to start filling in the form.
- ❷ PRESS  to turn on the Delay Print feature. The PRINTER light will flash.

Additional Points:

- The Delay Print feature can be turned on or off at any point while filling in a form.
- When Delay Print is on, the entry will display in the Response Area of the screen.
- As many as 45 characters can be displayed at one time. The entry will scroll to the left if you type more than 45 characters.
- If you need to correct an entry before printing it on the form, use ERASE.
- Press RETURN or TAB to print the entry on the form.
- When using Delay Print with multi-line entries, use ERASE to correct any typing errors on the screen before pressing RETURN. If you notice an error in an entry after pressing RETURN, turn Delay Print off, then use RVRSE to back up to the error. Use ERASE, retype the entry and press GO TO END. Turn Delay Print back on. After TAB is pressed, any entry at the last fill-in location cannot be corrected.
- If TAB is pressed after the last entry on a form, the entry will print on the form and two beeps will sound. END OF FORM will appear in the Message Area and Delay Print will turn off automatically.

PROBLEM SOLVING

PROBLEM

Beep sounds with each key you press while setting up a form.

Double beeps sound when you try to recall a saved form set-up.

Double beeps sound when setting up a lengthy form each time you press **TAB** or try to enter standard or prompt information.

Double beeps sound when you press the Spacebar to move to the first locator tab position when setting up a form.

The carrier does not move to correct fill-in locations for the form inserted.

FORM switch accidentally turned **OFF** before the set-up was saved.

REASON/SOLUTION

*The recording disk is almost full. Turn **FORM** off. Display the **LIST TITLES** and use **NEXT SCRN/ PREV SCRN** to check the **FIELDS LEFT** and titles of set-ups no longer needed. Press **STOP** or **PRINT**, then **CLEAR** titles; or, insert a new Forms recording disk. Set-up the form again.*

*There is no phrase (set-up) saved under that title. Either the set-up is saved on another recording disk or the title was typed incorrectly. Display **LIST TITLES** and look for the title. Press **STOP** or **PRINT**, then recall the title again if saved on this disk; or insert another Forms recording disk and repeat the steps above.*

*The form set-up is full. Up to 400 locator tabs may be set in one form set-up. **GO TO START** and save the first 400-tab set. Turn **FORM** off, then turn **FORM** on again and set-up the remaining tabs of the form. When complete, press **GO TO START** and save the set-up under a different title. When filling in the form, recall the first set-up to fill in the beginning of the form, then recall the second set-up to fill in the rest of the form.*

*You may have pressed **TABLE** instead of **FORM**. If **SET UP TABLE** is in the Message Area of the screen instead of **SET UP FORM**, press **STOP**, then hold down **FEATURES** and press **FORM**.*

*The set-up recalled may be a different form set-up than expected. Check **LIST TITLES** and recall the correct title. **OR**, the locator tabs may have been set in the wrong place for the form. Once a set-up has been completed and saved, the locator tabs cannot be changed. Set-up the form again and save it under a different title.*

*Locator tabs are cleared from the 640 when the Forms features is turned Off. Turn **FORM** on and set-up the form again. Press **GO TO START**, then save the set-up before turning **FORM** off.*

SCREEN MESSAGES

The following is a list of the screen messages that you may see while using the Forms feature. Along with each message is an explanation of the message and any action you should take.

Caution: Phrase memory is almost full

Reason: Appears while creating a phrase when the phrase memory portion of the disk is almost full.

Action: Press **STOP** to cancel the phrase creation. **LIST TITLES** to clear any phrases no longer needed, then start again.

Check disk in left drive

Reason: Appears when a recording disk is inserted in the left drive after the Forms instructions have been loaded.

Action: Remove the disk.

Check disk in right drive

Reason: Appears if an instruction disk (i.e., Base System, Options or Forms) has been inserted in the right drive.

Action: Remove the disk and insert a Forms recording disk.

Check the printwheel

Reason: Appears when there is no printwheel in the carrier or it is inserted incorrectly.

Action: Insert a printwheel or check the printwheel to be sure it has been inserted correctly.

DECIMAL TAB

Reason: Appears during form fill-in at a decimal tab location.

Action: Typed entries will appear on the screen and print aligned when **TAB** or **RETURN** is pressed.

DELAY PRINT

Reason: Appears during form fill-in when the **PRINTER** switch is pressed.

Action: Typed entries will appear on the screen and print when **TAB** or **RETURN** is pressed. Turn delay print off to adjust the carrier.

SCREEN MESSAGES — continued

The disk is full

Reason: Appears when the disk has been filled with all the recorded information it will hold.

Action: Erase some of the stored form set-ups from the disk or get another disk to record on.

END OF FORM

Reason: Appears during form fill-in when TAB is pressed after the last fill-in location has been reached.

Action: Hold down FEATURES and press GO TO START to remove the message and begin filling in the next form.

Enter prompt and press FEATURES + 5

Reason: Appears when you hold down FEATURES and press the 5 key while setting up a form.

Action: Type in the prompt to be recorded in the set-up, then hold down FEATURES and press 5 again.

Enter right flush text

Reason: Appears when FEATURES + 1 is pressed. Text appears on the screen when typed.

Action: Type the text to be right flushed, then press RETURN or TAB to print it. Press STOP to remove the message.

Enter text to be centered

Reason: Appears when FEATURES + 4 is pressed. Text appears on the screen when typed.

Action: Type the text to be centered, then press RETURN or TAB to print it. Or, press STOP to remove the message.

F.M.-L

Reason: Appears when the Forms instructions have been loaded into the 640 from the Forms disk. F.M. is an abbreviation for Forms. The "L" and numbers tell you the software level you're using.

Action: Proceed with setting up and/or filling in forms.

SCREEN MESSAGES — continued

FILL IN FORM

Reason: Appears when a form set-up has been recalled, or when you hold down **FEATURES** and press **GO TO END (START)** at the end of a form set-up.

Action: Insert a form in the 640 and press **TAB** to begin filling it in.

HELP only available after two beeps

Reason: Appears if **FEATURES + HELP** is pressed in error.

Action: Press **STOP** to remove the message from the screen.

Go to next line then press MARK

Reason: Appears when a line of repeated tabs has been set in a form set-up, but the carrier has not been moved to the next line.

Action: Press **RETURN** (and use the **INDEX** key, if necessary) to position the carrier on the next line of the form, then press the **MARK** key. (This tells the 640 how far apart to space the lines with repeated tabs). Continue to set-up any remaining tabs on the form.

Insert FORMS recording disk in rt drive

Reason: Appears when: 1) the recording disk has not been inserted, 2) disk is inserted incorrectly and 3) the disk contains documents.

Action: 1) Insert a Forms recording disk, 2) check the disk to be sure it is inserted correctly and 3) if the disk is new or contains documents, prepare the disk.

INSERT INSTR. DISK

Reason: Appears if: 1) there is no instruction disk in the left drive; 2) the disk is inserted incorrectly in the left drive.

Action: Load the instruction disk in the left drive.

Insert Instruction Disk then press HELP

Reason: Appears when **FEATURES + HELP** is pressed and the instruction disk has not been loaded. The 640 will beep twice.

Action: Insert the instruction disk in the left drive. Then hold down **FEATURES** and press the **HELP** key for assistance.

SCREEN MESSAGES — continued

PLEASE WAIT

Reason: Appears when the 640 is performing an action.

Action: Wait until the message disappears before continuing.

Problem disk in left drive

Reason: Appears when the 640 cannot read the information on the disk.

Action: Remove the disk and correctly reinsert it.

Problem disk in right drive

Reason: Appears when the 640 cannot read information from the disk or an unprepared disk has been inserted.

Action: Remove the disk. Reinsert a Forms recording disk.

Repeated tabs (FEATURES + TAB to end)

Reason: Appears during form fill-in when the location is within a repeated tab field.

Action: Type in the repeated tab information, then hold down **FEATURES** and press **TAB** to move to the next fill-in location.

Right disk is protected with tape

Reason: Appears when a tape is covering the write protect notch on the Forms recording disk in the right drive.

Action: Remove the tape from the notch, reinsert the disk and repeat the steps.

Set repeated tab locations

Reason: Appears during form set-up when **MARK** is pressed.

Action: If **MARK** is pressed in error, press **ERASE** to remove the message. Or, set repeated tabs where needed, go to the next line and press **MARK** again.

SET UP FORM

Reason: Appears when you hold down **FEATURES** and press **FORM** to turn on the Forms feature.

Action: Insert a form and set it up, or recall a previously-recorded form set-up and fill it in.

SCREEN MESSAGES — continued

Set-up Table

Reason: Appears when TABLE has been pressed instead of FEATURES + TABLE.

Action: Set-up the table; or press STOP, then hold down FEATURES and press FORM to set up a form.

Table too wide for margins - set again

Reason: Appears when RETURN is pressed after setting up a table and the margins set cannot accommodate the table columns.

Action: Change margins and set-up the table again.

To clear, press CLEAR again

Reason: Appears when clearing a saved form set-up or phrase after CLEAR has been pressed once.

Action: 1) Press CLEAR again to clear the set-up or phrase, or 2) press STOP to cancel the CLEAR instruction.

To continue list titles press PRINT

Reason: Appears when STOP is pressed while printing the LIST TITLES.

Action: 1) Press PRINT to continue printing the list, or 2) press STOP to remove the message and display the LIST TITLES or 3) press STOP again to remove the LIST TITLES from the screen.

Type standard entry & press FEATURES + 6

Reason: Appears when you hold down FEATURES and press the 6 key while setting up a form.

Action: Type in the standard information to be recorded in the set-up, then hold down FEATURES and press 6 again.

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